



Lunchtime Play worker Job Description

JOB DESCRIPTION		
POST TITLE: Lunchtime Play worker		GRADE: SCALE 2
DIRECTORATE: Education	NAME OF SCHOOL: Bonner Primary School	LOCATION: Bonner Primary School
<p>RESPONSIBLE TO: Senior Leadership Team Bonner Primary School expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.</p> <p>STAFF SUPERVISED:</p> <p>RESPONSIBLE FOR:</p>		
<p><u>PURPOSE OF THE JOB:</u> A play leader in a primary school is responsible for organising, supervising, and facilitating safe and positive play activities for children during lunchtime. Key responsibilities include leading games, setting up play areas, resolving conflicts, teaching fair play, maintaining equipment, and serving as a positive role model. The role requires strong communication skills to build relationships with children.</p>		

DUTIES AND RESPONSIBILITIES

- To ensure that children/students remain within the permitted areas of the school during the lunch break and to intervene in any situation where the safety of a child may be arise.
 - To supervise the movement of children between classrooms, and play and dining areas from the start of the lunch break until classes re-commence, and to ensure orderly conduct in the dining area.
 - Encourage good table manners in the dining hall.
 - To give comfort and support to individual children.
 - To organise, lead, initiate and encourage positive play.
 - Organise indoor activities during wet weather.
 - To prepare, set out, and clear away equipment and resources for play sessions.
 - To lead games, organise play areas, and encourage social interaction, while also maintaining positive and supportive environment for children.
- To ensure all play is adapted to children's needs and interests.



Lunchtime Play worker Job Description

- Perform visual risk assessments of the play area to ensure a safe environment.
- Help children resolve minor disputes and manage behaviour positively.
- Encourage shy or lonely children to join in games and make friends
- To build positive relationships with the children, encouraging interaction and engagement with play.
- Organise play areas and equipment to ensure they are safe to play with and accessible to all children
- Observe all children in the supervision area and, where necessary, instruct an individual child, or children, to move to another area of the playground, explaining the reason for this decision.
- Stop any activity by children, which may become too boisterous and may result in an accident.
- In the event of an accident follow normal first aid procedures, remain with the child and immediately provide first aid. Ensure that the incident is properly recorded on medical tracker.
- Report any incident that has given cause for concern to the Senior Leadership Team.
- Ensure that, where necessary, children form quiet, orderly queues, and behave in an appropriate manner while eating. Assist children as necessary.
- In cases of serious misconduct or disobedience, summon assistance from other members of staff.
- Organise and lead play activities that are age appropriate.
- Encourage sharing, cooperation and inclusion for all.
- Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to activities.

Other duties

- Supervise the washing of hands by all children.
- Clear dining hall tables in readiness for a second sitting, where appropriate.
- Check and supervise corridors and toilets during lunch period.
- Maintain accurate records and help with administration.
- Attend meetings and training sessions as required.
- Help facilitate pupil leadership schemes, such as training older children to be junior play leaders.



Lunchtime Play worker Job Description